

Department of Social and Health Services  
Olympia, Washington

**ELIGIBILITY A-Z MANUAL REVISION**

Revision #	<b>529</b>
Category / Section	PROGRAM SUMMARY/ A. TEMPORARY ASISTANCE FOR NEEDY FAMILIES (TANF)
Issued	<b>September 1, 2006</b>
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**REMOVE**

**INSERT**

**CLARIFYING INFORMATION**

In front of "The rule against receiving both "state and Tribal TANF in the same month" refers to TANF programs we administer whether they are funded with federal or state dollars."

**Insert:** "1."

**Insert:** "2. Tribal families are to be referred to Tribal TANF Programs consistent with the tribe's service area and service population. The families do not have a choice. Refer cases to the tribe and close the case."

**Insert: WORKER RESPONSIBILITIES**

1. Close the cases which appear to be eligible for Tribal TANF (i.e., includes a Native American living in the Tribal TANF service area) and refer them to the appropriate Tribal TANF program for an eligibility determination per the Operating Agreement. This is not a choice. It is based on the department's agreement with the Tribes.

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2. Resolve any questions about the assistance unit's eligibility for Tribal TANF using the procedures outlined in the Operating Agreement.
3. Determine eligibility for Basic Food and Medical according to the Operating Agreement.
  - a. The Tribal TANF program verifies Tribal TANF eligibility and grant amount.
  - b. Use the ACES Tribal TANF (TT) income code.
  - c. Treat Tribal TANF cases as Categorically Eligible for Basic Food and as a TANF case for Medical eligibility.
4. The Tribal TANF program will refer cases back to the CSO if it determines the assistance unit is not eligible for Tribal TANF.
5. Only if the case has been referred and the client refuses, can the case reapply for TANF from the state.
6. Cases that transfer in or out of a Tribal TANF service area similar to cases transferring in or out of another state.
7. Use the Barcode Tribal TANF Referral System (last drop down under "system") to:
  - a. Enter all potentially eligible Tribal TANF cases;
  - b. Track cases transferred to Tribal TANF;
  - c. Track cases returned to the state as ineligible;
  - d. Track cases moving in or out of a Tribal TANF services area; and
  - e. Document cases that refuse to be served by the tribe.

### **Summary**

This revision is done to bring A-Z Manual in compliance with WorkFirst Handbook changes that are coming in effect September 1, 2006.

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